City of Houston

Payroll Services

Electronic Timekeeping Job Aid

ATTENDANCE & LEAVE TASKS FOR SUPERVISORS/MANAGERS

On a daily basis, supervisors ensure that the time & attendance data in the employees' timecards are accurate and resolve any issues prior to approval of timecards.

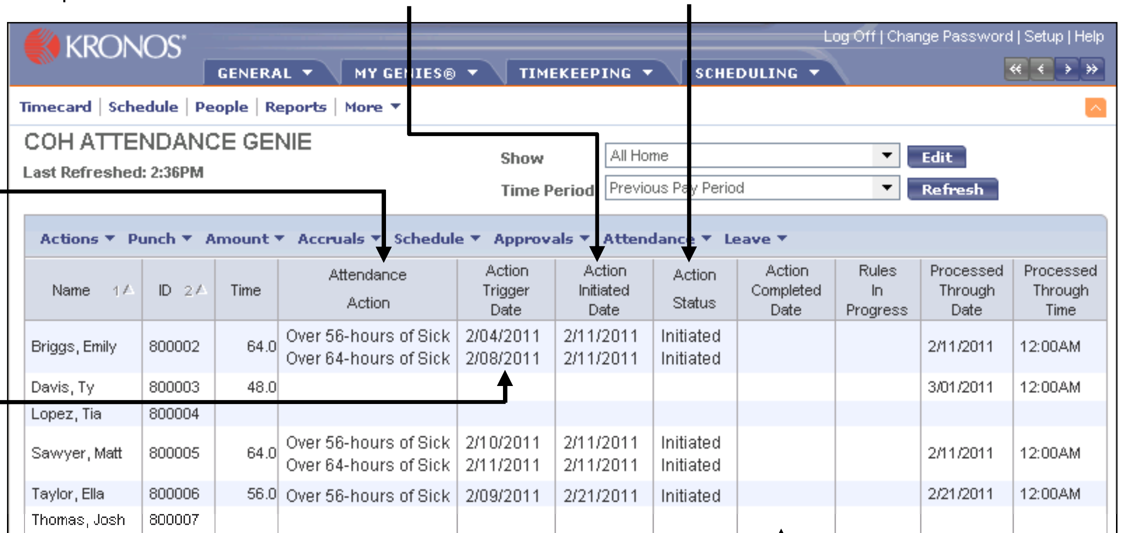
Action Initiated Date - date that the action was first recognized by the system; that is, the date the processor ran and identified the event

Action Status - current state of an action; this column is important if you have responsibility for responding to disciplinary actions

Attendance Action - activity performed by the organization as a result of an attendance policy

Action Trigger Date - date that the employee incurred the behavior that launched the action

Action Completed Date - date that you documented the action outcome and completed the action



Name	ID	Time	Attendance Action	Action Trigger Date	Action Initiated Date	Action Status	Action Completed Date	Rules In Progress	Processed Through Date	Processed Through Time
Briggs, Emily	800002	64.0	Over 56-hours of Sick Over 64-hours of Sick	2/04/2011 2/08/2011	2/11/2011 2/11/2011	Initiated Initiated			2/11/2011	12:00AM
Davis, Ty	800003	48.0							3/01/2011	12:00AM
Lopez, Tia	800004									
Sawyer, Matt	800005	64.0	Over 56-hours of Sick Over 64-hours of Sick	2/10/2011 2/11/2011	2/11/2011 2/11/2011	Initiated Initiated			2/11/2011	12:00AM
Taylor, Ella	800006	56.0	Over 56-hours of Sick	2/09/2011	2/21/2011	Initiated			2/21/2011	12:00AM
Thomas, Josh	800007									

Display Employees' Attendance Actions

1. Select **Timekeeping > Attendance**
2. From the **Show** list, select the HyperFind query that contains the employees that you want to view.
3. From the **Time Period** list, select the time span for which you want to view the employees' attendance information.
4. To view the details of an action, highlight the employee's name and select **More > Attendance** to access the Attendance Editor.

Resolving Attendance Issues prior to Sign-Off

1. Perform the applicable timecard edits, such as adding sick time for a shift, and then click **Save**.
2. Select **More > Attendance**.
3. Click **Apply Rules** to manually update the Attendance Editor.
4. Accept the default dates in the **Apply Rules** dialog box and click **OK**.
5. Review the information in the **Attendance Editor** and confirm that the balance has been updated.

Recording Attendance Action Outcomes

1. Select **Timekeeping > Attendance** and select the name of the employee whose attendance action you want to complete.
2. Select **More > Attendance**.
3. Click the **Action Details** tab.
4. Select the time period in which the document was generated and click **Apply.**
5. Select the check box on the row of the action you want to complete and click **Edit.**
6. Enter the completed date.
7. (Optional) In the **Details** field, enter text that provides any applicable notes.
8. Click **Save & Return**. Notice that the **Current Status** changes to **Completed.**

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☐	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/ Committed Paid Leave Time	Last Date/ Committed Unpaid Leave Time
☑	Open	FMLA	Self	Self	Continuous	Approved	2/07/2011	Yes		3/18/2011	160.0	160.0	2/22/2011	3/04/2011

Leave Category - type of leave, such as FMLA or Worker's Comp

Current Leave Frequency – continuous or intermittent leave frequency

Leave Start Date - date leave starts for an employee

Leave End Date - date leave ends for an employee

Committed Leave Time - number of hours committed to paid or unpaid leave of absence

Responding to a Leave Request from the Inbox

1. Select **General** > **Inbox**.
2. Select the task you want to view and then click **Edit.**
3. Click the appropriate response under **Your Action**.
   Note: If you reject the request add a note stating the reason.
4. Click **Send & Close** to process the request.

Committing Intermittent Leave Time Using the Quick Leave Editor

1. From a timecard select **Leave** > **Edit**.
2. In the **Leave Time Amount** column, click the cell for the applicable days and enter the number of leave time hours.
3. Click **Save & Close**.
4. Verify that the leave time is added to the timecard.

Running Attendance and Leave Reports

1. Select the employees to include in the report and click the **Reports** quick link.
2. Expand the report category using the plus (+) and select the report you want to run.
3. Select the time period from the **Time Period** drop-down list.
4. From the **Set Options** tab, click a category in the **Options** workspace. Select one or more available options to identify the report information you need.
5. Click **Run Report**.
6. Click **Refresh Status** until **Complete** appears in the **Status** column.
7. Click the report name and select **View Report** to display the report.
8. Click **OK** and then click **Save**.